

MADERA COUNTY

SHERIFF'S LIEUTENANT

DEFINITION

Under administrative direction, to manage, supervise, and coordinate the activities and operations of a major function or division of the Sheriff's Department; to coordinate assigned activities with other divisions, outside agencies, and the general public; to provide responsible and complex staff assistance to the Office of the Sheriff; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, sworn, and clerical staff.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for a major function or division within the Sheriff's Department. Positions may be responsible for overseeing the operations of a division or a major departmental function.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises, and coordinates the functions and activities in an assigned area or division of the Sheriff's Department; participates in the development and implementation of goals, objectives, policies, and priorities for assigned operations and services; directs, supervises, trains, and evaluates assigned personnel; identifies opportunities for improving service delivery methods and procedures; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; supervises and coordinates assigned functions including patrol, investigation, search and rescue, records, and dispatch; provides staff assistance to the Sheriff; prepares and presents staff reports and other necessary correspondence; assists with recruitment, testing, and pre-employment investigations on new hires; coordinates and supervises field training for personnel and newly hired officers; meets with staff to identify and resolve problems; reviews and evaluates work product, methods, and procedures of assigned staff; supervises and participates in conducting investigations, interviews, and interrogations; supervises and participates in collecting, holding, recording, and purging evidence; reviews criminal reports for accuracy and determination of required follow-up; reviews and approves schedules for assigned functions to ensure proper coverage for shifts and special events; oversees equipment usage and maintenance; reviews and approves special event permits; maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations and the general public; serves as public relations/media spokesperson for the Department; makes administrative decisions regarding assigned functions; responds to citizen complaints concerning Department staff and operations; attends and participates in professional group meetings; stays abreast of new trends and developments in the field of law enforcement; coordinates extradition of fugitives arrested outside of state borders on Sheriff's Department warrants; oversees the replacement and purchase of Department vehicles, equipment, and supplies; assigns and directs bailiffs duties and staffing as required.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of a local law enforcement agency.
Pertinent Federal, State, and local laws, codes, and regulations particularly those related to apprehension, arrest, search and seizure, evidence and records maintenance, patrol, and traffic control.
Criminal investigation methods and procedures including crime scene investigation, interrogation, fingerprinting, and booking techniques.
Use of firearms and other modern law enforcement equipment.
Local geography, County streets, public buildings, and businesses.
Modern and complex principles and practices of law enforcement program development and administration.
Modern crime prevention and law enforcement methods and procedures including those used in investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
Recent court decisions and how they affect department and division operations.
Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.
Functions and objectives of Federal, State, and other local law enforcement agencies.
Safe driving principles and practices.
Principles and practices of budget development, preparation, and expenditure control.
Principles and practices of supervision, training, and performance evaluation.
Basic principles and practices of First Aid.

Skill to:

Operate firearms and other modern law enforcement equipment.
Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Manage, supervise, and coordinate assigned services and activities.
Supervise, train, and evaluate assigned staff.
Maintain discipline and morale among Department personnel.
Participate in the development and preparation of the assigned budget and expenditure control.
Gather, assemble, evaluate, and analyze facts and evidence.
Oversee the preparation and presentation of operation and activities reports.
Formulate, evaluate, and make recommendations on policies and procedures affecting provision of law enforcement services.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Madera County
Sheriff's Lieutenant (Continued)

Ability to:

Act quickly and calmly in emergencies.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible law enforcement experience including two years of experience equivalent to that of a Sheriff's Sergeant with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in law enforcement and two years of college level course work in police science, criminal justice, public or business administration, or a related field.

License or Certificate:

Possession of appropriate certification issued by the California Commission on Peace Officer Standards and Training.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: April, 2003